

# JOB OPPORTUNITY BULLETIN



**CLASSIFICATION:** Staff Services Analyst/Associate Governmental Program Analyst  
Contract and Business Services Section

**POSITION NUMBER:** 811-122-5393-707

**LOCATION:** 1001 I Street

**BULLETIN RELEASE DATE:** 12/28/2004

**FINAL FILING DATE:** Until Filled

**MONTHLY SALARY:** \$2,632.00-4997.00

## **DUTIES/RESPONSIBILITIES:**

Under the general direction of the Staff Services Manager I, the Staff Services Analyst/Associate Governmental Program Analyst will perform a wide range of contract management activities for the Office of Environmental Health Hazard Assessment (OEHHA). The incumbent performs the following duties: research, review, analyze, write and process various types of contracts; consults, advises and makes recommendations on contract terms and bidding processes; acts as the expert on contracts between the Contracts and Business Services Unit and the program staff; acts as the liaison between OEHHA and control agencies; generates and responds to related correspondence.

## **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

The incumbent must be familiar with the practices and trends in contract services to ensure applicable laws, regulations, policies and procedures required by OEHHA and control agencies are followed. Applicants must be familiar with the concepts of contract work. Experience with the State's contracting processes is desirable.

**WHO SHOULD APPLY:** State employees currently employed in the above classification, persons with current list, transfer or reinstatement eligibility, and state employees currently identified as surplus or on the SROA list.

**SUBMIT APPLICATIONS:** Office of Environmental Health Hazard Assessment  
1001 I Street, PO Box 4010  
Sacramento, CA  
95812-4010

**CONTACT PERSON:** Janet Rennert

**TELEPHONE NUMBER** (916) 323-4762

**ATSS** 8-473-4762

**ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED CANDIDATES WILL BE INTERVIEWED.**

The Office of Environmental Health Hazard Assessment is an Equal Employment Opportunity Employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.